

# ALLEGHENY VACANT PROPERTY RECOVERY PROGRAM

## APPLICATION

425 Sixth Avenue • Suite 800 • Pittsburgh, PA 15219

**If you are interested in acquiring a vacant property, please complete this application and submit a complete application including all required attachments to both your Borough Manager and to:**

**Vacant Property Recovery Program - APPLICATIONS**  
**Redevelopment Authority of Allegheny County**  
**425 Sixth Avenue, Suite 800**  
**Pittsburgh, PA 15219**

### SECTION 1: PROPERTY INFORMATION

<b>Address</b>	
<b>Lot/Block #</b>	
<b>Property is</b>	<input type="checkbox"/> Vacant Lot <input type="checkbox"/> Vacant Structure
<b>Approximate Size</b>	<input type="text"/> SF
<b>Assessed value</b>	Building: \$ <input type="text"/> + Land \$ <input type="text"/> = Total \$ <input type="text"/>
<b>Describe the current condition</b>	
<b>Tax Delinquency</b>	Has the property been tax delinquent for at least 2 years? <input type="checkbox"/> Yes <input type="checkbox"/> No

### SECTION 2: APPLICANT INFORMATION

<b>Name (please print)</b>	
<b>Organization Name (if applicable)</b>	
<b>Address</b>	
<b>Telephone Number</b>	Home: <input type="text"/> Other: <input type="text"/>
<b>Do you currently own the property abutting the subject property?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, check the following that apply: <input type="checkbox"/> Homeowner Occupant <input type="checkbox"/> Business <input type="checkbox"/> Rental Property (residential)
<b>If you own other property in this municipality please list the address(es)</b>	

### SECTION 3: REUSE/DEVELOPMENT PLAN

**If the parcel you are applying for currently has a structure OR you are proposing to build a structure, See *Parcels with Existing/Future Structures Policy* for an outline of the information to be submitted with your application. If the parcel you are applying for does NOT currently have a structure, please complete the remainder of this section (below).**

**Describe your proposed reuse of the property:**

<b>Estimated Costs to implement the reuse proposed above</b>	<b>\$</b>
<b>Estimated Purchase Price (See Pricing Policy to determine this price)</b>	<b>\$</b>
<b>TOTAL COST</b>	<b>\$</b>

**If TOTAL COST exceeds \$1,000, please describe how you plan to finance the project and enclose proof of financing available: (See *Parcels with Existing/Future Structures Policy* for examples).**

I hereby attest the above written information is true and correct to the best of my knowledge. I have received, reviewed and understand the Vacant Property Recovery Program's Application Guidelines & Pricing Policy and Parcels with Existing/Future Structures Policy and agree to abide by these policies. I understand that my application will be considered for participation in the Allegheny Vacant Property Recovery Program, but there is no guarantee of acceptance into the Program, approval of all applications is at the digression of the Redevelopment Authority of Allegheny County. I additionally understand that there is limited funding available for this program.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

#### **Enclosures:**

\_\_\_\_\_ Photographs of the exterior of the existing Site (2 minimum)

\_\_\_\_\_ Completed Conflict of Interest Form

\_\_\_\_\_ 501 © 3 Status (if applicant is a non-profit organization)

\_\_\_\_\_ Required information per *Parcels with Existing/Future Structures Policy* (if applicable)

\_\_\_\_\_ Other: \_\_\_\_\_

## CONFLICT OF INTEREST FORM

All applicants requesting participation in an Allegheny County Economic Development (ACED) or Redevelopment Authority of Allegheny County (RAAC) program are requested to disclose whether they are one or more of the following:

1. An employee or related to employee of Allegheny County; and/or
2. An elected official at the local, county, state or federal level; and/or
3. A person who has a personal financial interest or benefit and/or has decision-making ability that could influence the outcome of any application.

If you fall into one or all of these categories, a formal Conflict of Interest waiver must be obtained from the appropriate party. If the source of funding for your participation in an ACED/RAAC program is the U. S. Department of Housing and Urban Development (HUD), then a formal Conflict of Interest waiver must be submitted to HUD for approval.

**APPLICANT INSTRUCTIONS: Please read all of the sections below and complete all sections as applicable to each applicant. More than one section may apply. Please sign the bottom of the form.**

<i>Check all boxes that apply</i>			<b>Category</b>
<b>I am*</b>	<b>I am related to*</b>	<b>I am not nor am I related to</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An Allegheny County Employee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An Elected Official
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A person who has a personal financial interest or benefit and/or has decision-making ability that could influence the outcome of any application.

\* If you checked anything in the “*I am*” and/or the “*I am related to*” Category above, please provide the following information regarding this relation (attach additional pages as necessary):

<b>Name</b>	<b>Title</b>	<b>Organization/Department</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

I/we acknowledge and agree that any misrepresentation contained in this Conflict of Interest Disclosure may result in the cancellation of my application for assistance or, if the misrepresentation is discovered after the assistance has been granted, I/we may be required to repay the entire amount of assistance upon demand.

\_\_\_\_\_  
Applicant Name (Printed)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Name (Printed)

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

In addition, the applicant(s) have completed all required local and organizational-related Conflict of Interest processes and it has been determined that no Conflict of Interest exists. Copies of such documentation will be made available to ACED/RAAC upon request.

\_\_\_\_\_  
Borough Official Name (Printed)

\_\_\_\_\_  
Borough Official Signature

\_\_\_\_\_  
Date

Allegheny Vacant Property Recovery Program  
**Parcels with Existing/Future Structure Policy\***

Updated 1/2007

**To the Applicant:** If you are applying to acquire a parcel that has or will have a structure on it, you must provide at minimum the information and documentation listed below with the standard application. See *Application Guidelines & Pricing Policy* for additional information and requirements.

**General:**

Responsibilities:

- Applicant is to personally assume all responsibilities associated with demolishing or rehabilitating the existing structure and building a new structure (as applicable), including but not limited to legal responsibilities, financial responsibilities and other necessary responsibilities.

Demonstrated Financial Means: If the applicant is applying for a parcel that contains a structure at the time of application or the applicant is proposing to build a structure, the applicant must furnish evidence of financial means to implement the plans outlined in the application (demolish, rehab, build, etc.). Acceptable evidence of financial means includes, but is not limited to:

- A project budget with sufficient detail describing the activities to be undertaken, and
- A letter of credit/line of credit or designated account statement as evidence of funding available.

Experience/Capacity: The applicant must demonstrate that s/he has the capacity to undertake the activities outlined in the application. See Demolition and Rehabilitation/New Construction sections.

**Demolition Only:**

- The Vacant Property Recovery Review Committee is to evaluate the applicant's capacity to undertake the demolition activities through:
  - Verification that the applicant has sought bids/quotes for the demolition work
  - Evidence of the applicant's financial means for acquisition and demolition (see above)
  - Ability to acquire adequate insurance for the property

**Rehabilitation/New Construction:**

- The Vacant Property Recovery Review Committee is to evaluate the applicant's capacity to undertake rehabilitation/construction activities through:
  - Submittal of a rehabilitation/construction plan, which includes but is not limited to a detailed work write-up, specifications, cost estimates/bids and other items as necessary. If the applicant is proposing to build a new structure, schematic plans must be submitted.
  - Evidence of the applicant's financial means (see above) to:
    - § Acquire the parcel, acquire adequate insurance for the property and undertake the project
  - Capability: The applicant must demonstrate their capability and capacity to undertake the proposed project. This can include but is not limited to:
    - § A list of previous housing rehabilitation/ construction projects completed (to be made available for inspection upon request),
    - § Description of the applicant's role in previous projects completed
    - § References
    - § Knowledge of local building codes, zoning requirements, housing quality standards, etc.
    - § Other relevant information as requested.
    - § Should the applicant propose to undertake any portion of the work him/herself, the applicant must additionally provide evidence of experience and capacity. Use the list above as a guide to demonstrate/document adequate experience.

\* Applies to ALL applicants EXCEPT for agencies who are undertaking affordable housing development who have a proven track-record per ACED Housing Development guidelines.

Allegheny Vacant Property Recovery Program  
**APPLICATION GUIDELINES & PRICING POLICY**  
Updated 1/2007

Preliminary applicant qualifications:

- § Must be current on Taxes, Water, Sewage and Refuse bills on all properties owned in the Borough or elsewhere.
- § Must have no outstanding code violations on properties owned in the Municipality or elsewhere.

Overview of costs that all applicants will be responsible for:

- 1) **Good Faith Deposit** – Minimum of \$100 or 10% of the appraised value. The Good Faith Deposit is refundable less a \$45 recording fee only if the applicant carries out their project plan within timeframe outlined in the Conditional Agreement letter; otherwise the Good Faith Deposit is non-refundable.
- 2) **Hand Money** - See chart below. This amount will be credited towards the Applicant Parcel Fee if the property is transferred to the applicant; otherwise the Hand Money is non-refundable.

Type of parcel	If an appraisal has been completed	If an appraisal has NOT been completed
Vacant Side Yard less than 4,000 SF	Applicant share per Parcel Fee (below)	\$500*
Vacant Side Yard more than 4,000 SF		\$700*
Parcel with Structure		N/A**

\* Should the Applicant Fee be calculated as less upon receipt of the appraisal, the difference will be refunded to the applicant.

\*\* An appraisal is ALWAYS required prior to establishing any costs associated with the acquisition of a parcel with a structure.

- 3) **Parcel Fee** – See Standard Parcel Fee's (below)
- 4) **Closing Costs** – The applicant will be responsible for paying closing costs, including recording fee, transfer tax, etc.. This costs is on average \$200 per parcel.

<b>VPRP Products and associated standard parcel fees</b>	
<b>1) Residential Side-Yard</b>	<p>a. <b>Side-yard that abuts the applicant's primary residence</b> (for which the applicant is also the owner of record) which will be used as a side-yard:</p> <ol style="list-style-type: none"> <li>Applicant will pay 50% of the appraised value for the first parcel; and</li> <li>Applicant will pay 100% of the appraised value for the second parcel.</li> </ol> <p>b. <b>Side-yard that abuts a residential property that is not the applicant's primary residence</b> (for which the applicant is also the owner of record) which will be used as a side-yard:</p> <ol style="list-style-type: none"> <li>Applicant will pay 100% of the appraised value plus a portion (25-50% for a maximum of \$2,000) of the fees associated with property acquisition.*</li> </ol>
<b>2) Community Parcel</b>	<p>c. <b>Residential or commercial parcel that either abuts non-residential property owned by the applicant or does not abut property owned by the applicant:</b></p> <ol style="list-style-type: none"> <li>Applicant will pay 100% of the appraised value plus a portion (see additional considerations for non-profit and for-profit applicants below) of the fees associated with property acquisition.* For individuals seeking to acquire a Community Parcel, applicant will pay 100% of the appraised value plus 50% (for a maximum of \$2,000) of the fees associated with property acquisition.</li> </ol>
<b>3) Affordable Housing Development Parcels</b>	<p>d. <b>Residential or commercial parcels that are being assembled for the purpose of developing affordable housing</b> by an experienced and reputable affordable housing development organization.</p> <ol style="list-style-type: none"> <li>Parcel fee's will be determined on a case-by-base basis.</li> </ol>

### Additional Considerations for non-profit and for-profit applicants:

- **For-profit entities:** will pay 100% of the appraised value will additionally pay all costs associated with the property acquisition\*.
- **Non-Profit Organizations & Community Organizations** will be given a case-by-case consideration on their parcel fee's including the % of the appraised value to be paid (minimum of 50%)\* and the amount of additional costs to be covered (usually 50% of all property acquisition costs, minimum of \$500).

### Additional Considerations for all applicants:

- For parcels with structures, the applicant may elect to get their own appraisal. If the appraisal is deemed acceptable to the Vacant Property Review Committee, the applicant will be credited the cost of the appraisal from their property fee (with proper documentation).
- The applicant may elect to purchase title insurance, which will be an additional cost (average cost = \$420.00 per parcel).

\* The standard total cost of parcel acquisition is \$4,000 per parcel. In all cases referenced above the applicant will be asked to pay a portion of these acquisition fees in addition to the fees outlined in Standard Applicant Costs. In some cases, the cost of parcel acquisition could exceed \$4,000 per parcel, and in these cases the applicant will be responsible for all additional fees. Should such circumstances arise, the applicant will be given notice of the anticipated additional expenses and will make a decision to continue to stop the acquisition process. Additional expenses can include items related to untangling complex titles, surveys, court proceedings, etc. Should the applicant select to stop the acquisition process due to unexpected additional costs, the applicant will be refunded all funds paid towards property acquisition to date, less costs incurred.

### Timeline/Funding Obligations:

- 1) Upon approval of your application by the Vacant Property Review Committee, the applicant will be sent a Conditional Agreement Letter, and will need to:
  - a. Return an executed copy of the Conditional Agreement Letter
  - b. Return the requested Good Faith Deposit Amount (see below)
  - c. Return the requested Hand Money Amount (see below)

Upon receipt of these three items, the process will be started to acquire the property you applied for (which takes approximately 100 days for parcels with no complications). On occasion, parcels may have complex title issues which require additional legal and other work. On these occasions, the applicant will be informed of such additional costs, and will be responsible for 100% of those additional costs (see above). Additional time will be required in these cases to acquire the property.

### Sample of Total Amount of Funding owed by the Applicant:

Sample is for a residential side-yard where the applicant is the homeowner of the adjacent house.

Good Faith Deposit	\$100.00
Hand Money	\$400.00**
Parcel Fee	\$0 (Full amount paid as Hand Money)
Closing Costs paid by applicant	\$200.00
<b>TOTAL</b>	<b>\$700.00</b>

\*\* Parcel appraised at \$800, applicant per scenario above pays ½ of appraised value